

Classification Division/Personnel Office

Att:

1000 1 Aug.

11, March 1952

General Counsel

Reclassification of Position

1. With the approval of the Personnel Director, a Personnel Action Request is currently being processed to fill position number (Office of General Counsel T/O, approved 6 February 1952) with a GS-312 4 (clerk stenographer). We have found it necessary to place stenographic responsibilities in that position. It is requested that a survey of the position be made, if necessary, in order that the position may be reclassified accordingly.

2. A survey of the Office of General Counsel was conducted the latter part of 1951. To date we have not received copies of the job descriptions which were approved as a result of that survey. Would you please furnish this office with a copy of each job description for the members of the Office of General Counsel. *fac*

LAWRENCE R. HOUSTON
General Counsel

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RESTRICTED